

 THE CITY OF SAN DIEGO SPECIAL APPLICATION Page 1 of 5	Exam Title: <div style="text-align: center; font-size: 1.2em; font-weight: bold;">FIRE CAPTAIN</div>			Exam #: <div style="text-align: center; font-size: 1.2em; font-weight: bold;">N2423</div>		Results: (for Personnel Dept use)	
	Last Name _____ First Name _____ Middle Initial _____			<div style="text-align: center;"> APPLY IN PERSON EMPLOYMENT INFORMATION CENTER 1200 3RD AVENUE, SUITE 101 MAILING ADDRESS JOBS - CITY OF SAN DIEGO PERSONNEL DEPARTMENT 1200 3RD AVENUE, SUITE 300 SAN DIEGO, CA 92101-4107 AN EQUAL OPPORTUNITY EMPLOYER </div>			
	Address _____ Number / Street / Apt. # _____ City _____ State _____ Zip Code _____						
	Phone Numbers (Include area code) _____ Day _____ Evening _____						
	List all other names that may appear on official records: _____		Social Security Number: _____				
IMPORTANT: If returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt requested" to ensure that your application is received by the Personnel Department by 5:00 p.m. on the last date to apply, November 19, 2003. Postmarks are NOT accepted as verification of timely delivery.							
I have successfully completed probation as a Fire Engineer with the City of San Diego Fire-Rescue Department. I have a valid California Driver's License as checked below: Class C Class A Class B			Current Position/Classification: _____				
			Length of time in position (years, months) _____				
			Division _____				
EDUCATION: In the box on the right, indicate highest grade completed: 9, 10, 11, 12 College: 1, 2, 3, 4 Post Graduate: 5, 6, 7, 8, or other (specify): _____							
DEGREES, CERTIFICATIONS AND OTHER DOCUMENTATION: Proof of degrees, certificates, licenses, awards, training, and other achievements listed in your Special Application/Structured Resume, which have not been previously documented in your San Diego Fire-Rescue Department E.A.R. and personnel file, must be submitted to Fire-Rescue Human Resources by November 21, 2003 . <u>Do not submit any of these documents to San Diego City Personnel with your application.</u>							
For Personnel Department use. Do not write below this line.							
EMPLOYMENT INFO CTR. Received by: _____ APPLICATION #: _____ DATE / TIME: _____	<input type="checkbox"/> APPROVED By: _____ Date: _____ TAS: _____ Date: _____ <input type="checkbox"/> INACTIVE Code: _____ By: _____ Date: _____ <input type="checkbox"/> TEST WAIVED By: _____ Date: _____	<input type="checkbox"/> NQ #1 By: _____ Date: _____ TAS: _____ Date: _____ Sent: <input type="checkbox"/> Notice <input type="checkbox"/> Memo By: _____ Date: _____ <div style="text-align: center;">REASON</div> <input type="checkbox"/> Educ: _____ <input type="checkbox"/> Exp: _____ <input type="checkbox"/> Other: _____ _____ _____	<input type="checkbox"/> NQ #2 By: _____ Date: _____ TAS: _____ Date: _____ Sent: <input type="checkbox"/> Notice <input type="checkbox"/> Memo By: _____ Date: _____ <div style="text-align: center;">REASON</div> <input type="checkbox"/> Educ: _____ <input type="checkbox"/> Exp: _____ <input type="checkbox"/> Other: _____ _____ _____	Results Date _____ <input type="checkbox"/> Re-evaluate _____ <input type="checkbox"/> Will come in _____ <input type="checkbox"/> Mail info by: _____ <input type="checkbox"/> Call _____ <div style="text-align: center;">CSC</div> <input type="checkbox"/> Approved _____ <input type="checkbox"/> Denied _____ Other: _____ _____ _____	Comments: _____ _____ _____		

PLEASE SUBMIT THE ORIGINAL AND ONE COPY OF YOUR APPLICATION.
MAKE AN EXTRA COPY OF YOUR APPLICATION FOR YOUR PERSONAL RECORDS.

CITY OF SAN DIEGO OCTOBER 2003	SPECIAL APPLICATION/STRUCTURED RESUME #N2423 FIRE CAPTAIN	Page 2 of 5
LAST NAME:		FIRST NAME:
		SSN:

DIRECTIONS: This **Application/Structured Resume** will be used to assist in identifying which candidates possess the strongest combination of job-related experience, education, training, and personal characteristics. Please respond to each question in sufficient detail so that your qualifications and accomplishments can be given full consideration. The information you provide must be reviewed by your current first-level supervisor/Fire Captain, and its accuracy will later be verified by Fire-Rescue Human Resources.

You cannot submit this form online. Either print it and fill it out by hand OR fill it out online and then print it. If you type your responses, **you may not use a font size smaller than 12.** Some sections of the application may let you type beyond the box spaces but the printer may cutoff some of your typing. If this happens, you must edit your information so that it prints fully. If more space is needed, use ONE additional page, but you may NOT EXCEED A TOTAL of **six (6) single-sided pages** for your completed responses to ALL questions on pages 1 to 5 of this form. Specify your name, Social Security Number and the number/of each continued question on the attached page. *The information you enter **cannot** be saved*, so please check your information carefully *before* and after printing and signing the form.

The following factors that contribute to successful job performance will be evaluated during the **Structured Interview Component of the Screening Process**, in large part based on the information you provide in your **Application/Structured Resume**, in addition to other factors such as Oral Communication, Decision Making and Leadership, as described in the Job Announcement. In particular, the narrative descriptions and examples you provide will be evaluated to determine if they demonstrate your possession of personal characteristics described in the following areas:

<ul style="list-style-type: none"> Professional manner and demeanor while on duty Good grooming and dress habits Loyalty to and respect for work associates Loyalty to and respect for the department and its mission 	<ul style="list-style-type: none"> Follows through on promised actions Does not make false promises Good Moral character and ethical conduct Objectivity and impartiality in dealings with people Reaction to unfair, illegal or unethical conduct 	<ul style="list-style-type: none"> Strong desire to achieve at work Accomplishment of work-related goals and objectives Seeks responsibility and personal/professional development Achievement through personal effort and effective use of resources Pursuance of fire service as a career
---	---	--

NOTE: Proof of degrees, certificates, licenses, awards, training, and other achievements listed in your Special Application/Structured Resume, which have not been previously documented in your San Diego Fire-Rescue Department E.A.R. and personnel file, must be submitted to Fire-Rescue Human Resources by **November 21, 2003.** **Do not submit any of these documents to San Diego City Personnel with this application.**

1. EDUCATION: List all post secondary education that you have completed, including degrees obtained and college-level certificates awarded by accredited universities, colleges or community colleges.

College Degrees		Total Units:	
Degree:		Degree:	
College:		College:	
Date:		Date:	
Degree:		Degree:	
College:		College:	
Date:		Date:	
College Certificates			
Certificate:		Certificate:	
College:		College:	
Date:		Date:	
Certificate:		Certificate:	
College:		College:	
Date:		Date:	

CITY OF SAN DIEGO OCTOBER 2003	SPECIAL APPLICATION/STRUCTURED RESUME #N2423 FIRE CAPTAIN	Page 3 of 5
LAST NAME:		FIRST NAME:
		SSN:

2. **CURRENT VALID LICENSES AND OTHER FIRE-RELATED CERTIFICATIONS:** List all current valid licenses that have been issued to you by state or federal agencies, as well as other fire-related certifications issued by state or federal agencies or other accredited agencies (Example: Fire Officer, Front Line Management, and Fire Protection Administration).

License/Certification	Issuing Agency
<ul style="list-style-type: none"> • • • • • • • 	<ul style="list-style-type: none"> • • • • • • •

3. **OPERATIONS EXPERIENCE:** List all operations experience you have had with the San Diego Fire-Rescue Department and other fire-related agencies.

Number of years with San Diego Fire-Rescue:	
Current Rank:	Number of Years:
Total OCA hours at Rate of Captain:	
Specialty Station Assignment(s) in Current Rank within the last 4 years:	<ul style="list-style-type: none"> • • • •
Experience with Other Fire Agencies:	
Name of Agency	Position Held
<ul style="list-style-type: none"> • • • • • 	<ul style="list-style-type: none"> • • • • •

4. **SPECIAL ASSIGNMENTS:** List all special assignments and projects you have completed with the San Diego Fire-Rescue Department. If ongoing, please indicate.

Assignment/Project:		
Position:		Dates:
Assignment/Project:		
Position:		Dates:
Assignment/Project:		
Position:		Dates:
Assignment/Project:		
Position:		Dates:
Assignment/Project:		
Position:		Dates:

CITY OF SAN DIEGO OCTOBER 2003	SPECIAL APPLICATION/STRUCTURED RESUME #N2423 FIRE CAPTAIN	Page 4 of 5
LAST NAME:		FIRST NAME:
		SSN:

5. CAPTAIN QUALIFICATIONS: Describe the personal and professional qualifies, abilities, skills and desire that you feel make you a qualified candidate for Fire Captain.

6. SPECIALIZED FIRE-RELATED TRAINING: List the fire-related classes or courses that you have taken and completed.

Class/Course	Date Completed
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•

7. DEPARTMENT AWARDS AND OTHER RECOGNITION: List the official awards and other forms of recognition that you have received from the Fire-Rescue Department.

Recognition:	Number:
Description:	Date Received:
Recognition:	Number:
Description:	Date Received:
Recognition:	Number:
Description:	Date Received:
Recognition:	Number:
Description:	Date Received:
Recognition:	Number:
Description:	Date Received:

LAST NAME:		FIRST NAME:		SSN:	
------------	--	-------------	--	------	--

8. **OTHER RELEVANT ACHIEVEMENTS AND QUALIFICATIONS:** Please list any additional qualifications, which you possess that have not been covered by previous questions in this Special Application/Structured Resume (e.g. community involvement/awards/organizations, non-fire-related awards, etc.)

--

I verify by my signature below that all statements made on this Special Application/Structured Resume are true and complete to the best of my knowledge. I understand that any false statements may be cause for rejection of my application or discharge from employment. I understand that the City may make inquiries to verify the information I have provided.

SIGNATURE: _____ DATE: _____
(Applicant)

TO BE SIGNED BY APPLICANT'S CURRENT FIRST-LEVEL SUPERVISOR/FIRE CAPTAIN BEFORE SUBMISSION OF APPLICATION TO THE CITY PERSONNEL DEPARTMENT.

To the best of my firsthand knowledge, I agree that the factual data provided by the abovementioned applicant is correct.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

TO BE SIGNED BY FIRE-RESCUE DEPARTMENT HUMAN RESOURCES AFTER INITIAL REVIEW BY THE CITY PERSONNEL DEPARTMENT.

To the extent possible based on information currently available to this office, I verify that the factual data provided by the abovementioned applicant is correct to the best of my knowledge, except as noted on the application/structured resume.

SIGNATURE: _____ DATE: _____

**** IMPORTANT ****
COMPLETE AND SUBMIT THE SPECIAL APPLICATION/STRUCTURED RESUME AND PROVIDE ONE ADDITIONAL COPY.
INCOMPLETE APPLICATION MATERIALS MAY RESULT IN MISSED EMPLOYMENT OPPORTUNITIES.
PLEASE MAKE A COPY OF YOUR APPLICATION FOR YOUR PERSONAL RECORDS.